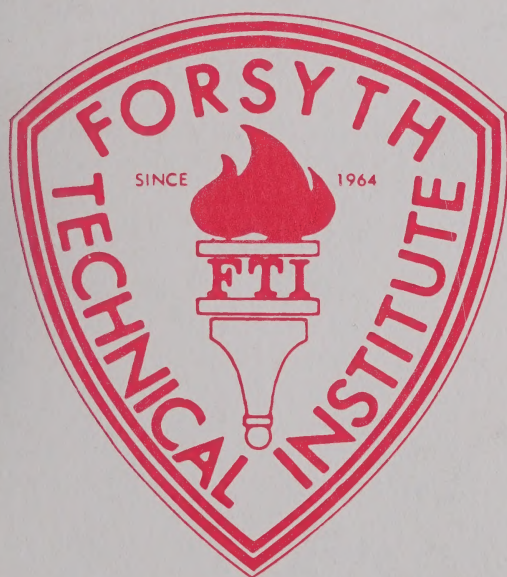


Student handbook

1976 — 1977



2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

Welcome

Welcome to Forsyth Tech.

As you begin this new school year, you are joining an ever-growing group of concerned men and women of all ages and interests who share a common goal: To achieve the skills and knowledge for self-improvement or self-fulfillment in order to become a responsible and productive citizen in the community.

Our main purpose is to create an atmosphere that will help you achieve this goal. We want you to gain all the benefits possible from your association with your fellow students, the faculty and the staff.

When you, our students, develop keen minds, useful skills, and responsible attitudes through a meaningful association with our college community, our purpose is realized.

We welcome you to the enriching experiences that are in store for you this year, and we offer you the hand of friendship which says we're glad you're here.

HISTORY AND PURPOSE

Forsyth Technical Institute can trace its beginning to early adult and high school vocational courses which were available in Winston-Salem. In 1958, a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October of 1960. In 1963, a third building was constructed, and new technical programs were added. That same year the North Carolina Legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Education Centers. In January, 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to the State Board of Education which in turn operates the school through the State Department of Community Colleges and a local Board of Trustees.

The purpose of Forsyth Technical Institute is to prepare people for gainful employment and effective community membership. Inherent within this purpose is the total development of the individual. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in industry, business, and health occupations. The Institute is also dedicated to

the concept of continuing education through the Adult Education Program directed toward self-improvement in cultural, avocational, and vocational pursuits.

The course of study at Forsyth Technical Institute seeks to attain the stated purpose of the institution by:

- (1) providing effective teaching to all who enroll, with a continuing interest in the individual in terms of behavior, motivation, and achievement;
- (2) providing educational opportunities for adults who discontinued their formal training before mastering the basic skills in general education;
- (3) providing vocational training for students who are preparing to enter skilled trades;
- (4) providing technical training for those persons wishing to enter the more highly skilled occupations in business, industry, and health service;
- (5) providing technical, vocational, and enrichment courses on a part-time basis for adults now employed.

Forsyth Technical Institute is an equal opportunity educational institution operating under the open door policy of the Department of Community Colleges and in compliance with the Civil Rights Act of 1964. No qualified person shall, on the grounds of sex, race, color, creed or national origin be excluded from participation in, be declined the benefits of, or be subjected to discrimination under any program or activity.

LOCAL ADVISORY COMMITTEES

Each program of study at Forsyth Technical Institute has its own advisory committee. These committees are composed of representatives of local businesses, industries, education and community organizations.

The advisory committees provide the necessary contact between the Institute and the community in an effort to maintain current and relevant programs of instruction to meet the needs of the community.

ACCREDITATION

Forsyth Technical Institute is accredited by the Southern Association of Colleges and Schools, and is approved by the North Carolina Board of Education.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Engineering Technology are accredited by the Engineers' Council for Professional Development.

The Associate Degree Nursing program and the Practical Nurse Education program are accredited by the North Carolina State Board of Nursing and the Allied Health programs are accredited by the American Medical Association.

The Institute is a member in good standing of the American Association of Community and Junior Colleges.



What can I study at Foroyth Tech?

PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

Architectural Technology
Associate Degree Nursing
Business Administration
Early Childhood Specialist
Electronic Data Processing (Business)
Electronics Engineering Technology
Executive Secretarial Science
Executive Secretarial Science — Machine Transcription
Option
Fire Science Technology
Manufacturing Engineering Technology
Marketing and Retailing
Mechanical Drafting and Design Engineering Technology
Nuclear Medicine Technology
Ornamental Horticulture
Police Science Technology
Radiologic Technology
Real Estate
Respiratory Therapy Technology

DIPLOMA PROGRAMS

Air Conditioning, Refrigeration and Heating
Automotive Body Repair
Automotive Mechanics
Building Trades Drafting
Carpentry
Diesel Truck Maintenance and Repair
Electrical Installation
Electronic Servicing
Graphic Arts (Printing)
Machinist
Mechanical Drafting
Plumbing and Heating
Practical Nurse Education
Welding and Metal Fabrication

ADULT EDUCATION

Adult Basic Education

Adult High School Program

General Adult Enrichment Program

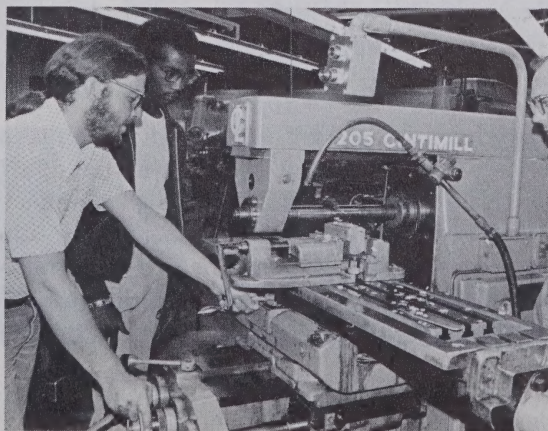
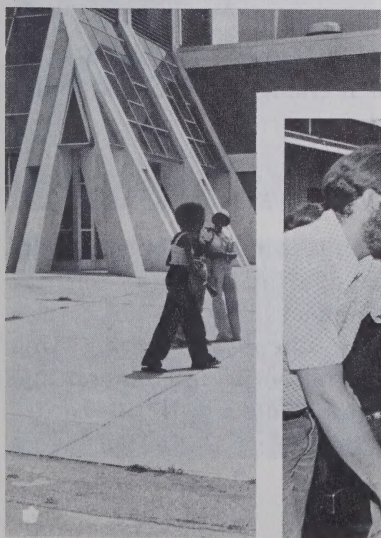
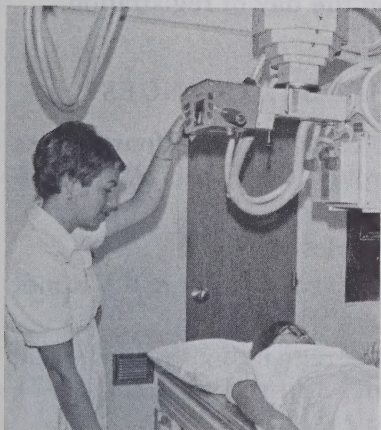
Manpower Training Programs

New and Expanding Industry Training Programs

Special Seminars and Workshops

Management Development Training

Vocational-Technical Extension Programs



So I'm here . . . what next?

REGISTRATION

The Institute operates on the quarter system. Each quarter is eleven weeks in length and students who are pursuing diploma or degree programs must register at the beginning of each quarter. All students are expected to register during the time set aside for that purpose. Registration dates are listed in the calendar for the academic year. With few exceptions, new students must initially register for the fall quarter.

Tuition charges must be paid on the day of registration.

LATE REGISTRATION AND SCHEDULE CHANGES

All registration for a class is closed after the fourth class day. A student may register late through the fourth class meeting date providing:

1. That the class is not cancelled or closed.
2. That the student has the consent of his advisor and has met admissions and prerequisite requirements.
3. That the student pay a \$5.00 late registration fee in full at the time of late registration unless he registers late at the request of the Institute.

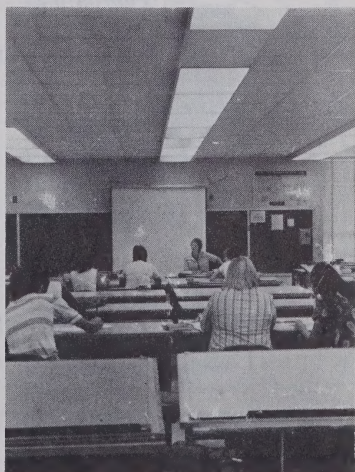
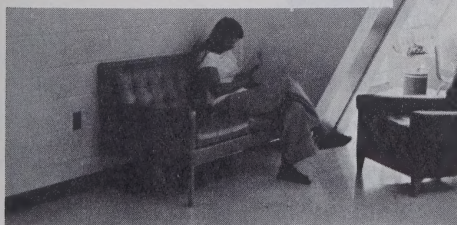
All class schedule changes must be approved by the student's advisor, and notification of such changes submitted to the Record's Office.

PRE-REGISTRATION

The pre-registration period for continuing students is held during the latter part of each quarter. During this period, each continuing student is expected to meet with his advisor to determine his schedule of courses for the upcoming quarter. Any questions arising during this pre-registration period concerning transfer credit for course(s) should be directed to the Records/Admissions Office.

ORIENTATION

All new full-time students are expected to participate in an orientation program conducted by members of the faculty, staff and student government. Part-time students are urged to participate also. The purpose of orientation is to acquaint the student with the administrative personnel, faculty, and student leaders. The regulations, policies and privileges of the Institute as set forth in the catalogue are discussed and interpreted.



When do I go to class?

Academic Calendar 1976-77

Date Event

FALL QUARTER — August 23, 1976-November 16, 1976

August 23	Orientation for Faculty
August 24 & 25	Registration
August 26	Orientation for Students
August 27	First Day of Classes
September 1	Last Day Drop Add
September 6	Labor Day Holiday
November 10, 11, 12	Exams
November 15	Grade Posting
November 16	Faculty Holiday

WINTER QUARTER — November 17, 1976-February 21, 1977

November 17 & 18	Registration
November 19	First Day of Classes
November 24	Last Day Drop Add
November 25 & 26	Thanksgiving Holidays
December 23 - January 3	Christmas Holidays and New Year's Day
January 4	Classes Resume
February 15, 16, 17	Exams
February 18	Grade Posting
February 21	Faculty Work Day

SPRING QUARTER — February 22, 1977-May 16, 1977

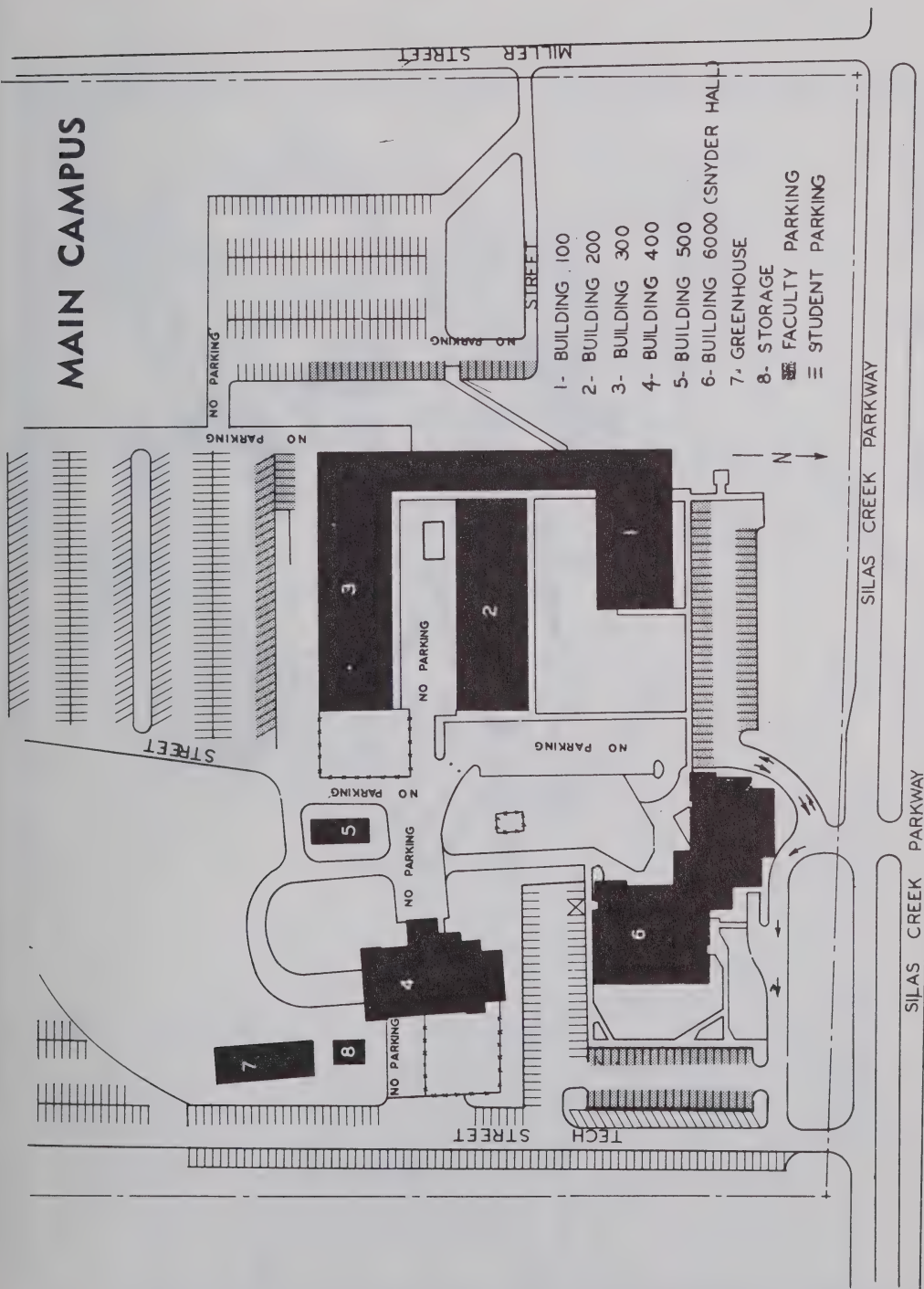
February 22 & 23	Registration
February 24	First Day of Classes
March 1	Last Day Drop Add
April 11	Easter Holiday
May 10, 11, 12	Exams
May 13	Grade Posting
May 16	Faculty Holiday

SUMMER QUARTER — May 17, 1977-August 5, 1977

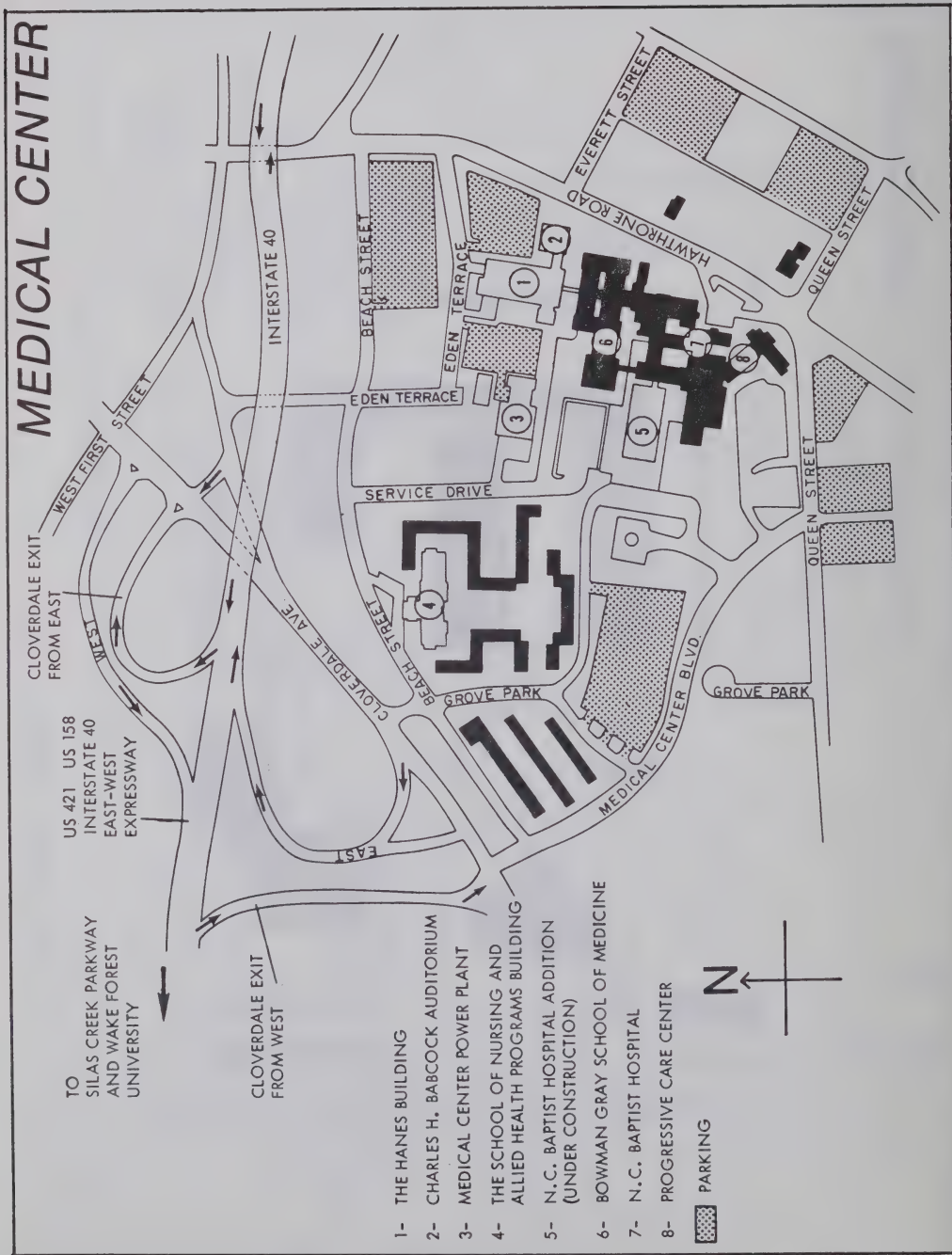
May 17	Registration
May 18	First Day of Classes
May 23	Last Day Drop Add
July 4	July 4th Holiday
August 1, 2, 3	Exams
August 4	Grade Posting
August 5	Graduation (Faculty Work Day)

August 8-August 19 — Annual Vacation

Where?



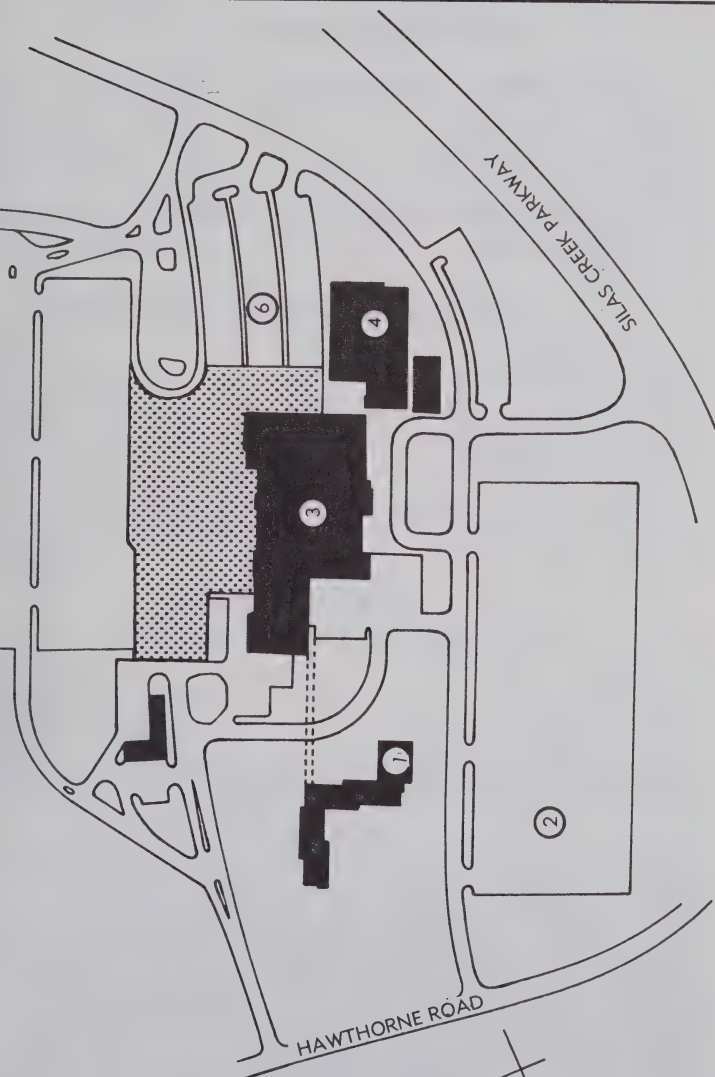
... which campus?



... what building?

FORSYTH MEMORIAL HOSPITAL

1. Paramedical Building
2. Student Parking
3. Forsyth Memorial Hospital
4. Whitaker Care
5. Faculty and Employee Parking
6. Doctor's Parking



Who does what around here?

BOARD OF TRUSTEES

C. Edwin Allman Jr., Chairman	Mrs. Floyd Burge
Carroll G. Thompson	Clyde F. McSwain
William H. J. Schultz	Miss Selvey Johnson
Grady P. Swisher	Ned R. Smith
R. Douglas Boyer	Thomas D. Robinson
Dewitt E. Rhoades	Dr. H.P. VanCleve

ADMINISTRATIVE OFFICERS

Harley P. Affeldt	President
*	Dean of Instruction
Charles R. King	Director of Student Personnel
Charles Branch	Director of Business Affairs
T. Glen Fleeman, Jr.	Director of Adult Education
Joby Matthews	Director, Evening Program

INSTRUCTION

Curriculum Programs

Grace B. Corey	Department Head, Related Technical Instruction
Walter Boggess ..	Department Head, Engineering Technologies
Marvin L. Allen	Department Head, Business Technologies
James R. Winning	Department Head, Health Technologies

Library

Audrey B. Zablocki	Head Librarian
Thomas F. Gordon	Assistant Librarian
Brenda G. Bodsford	Audio-Visual Technician
Polly King	Library Assistant

Learning Labs

Ernest W. Tompkins	Chief Coordinator
Anne M. Teachey	Coordinator
Paul D. Apple	Coordinator

*To Be Filled

Adult Education

T. Glen Fleeman, Jr.Director
L.T. WilliamsAssoc. Director, Occupational Extension
R. Shelton JonesAssoc. Director, Academic Extension
Velma A. JacksonSupervisor, Adult Basic Education
R.B. Kimrey, Jr. .Area Coordinator, Industrial Services Division
Violet M. KellumArea Coordinator, Hospitality Education

STUDENT PERSONNEL

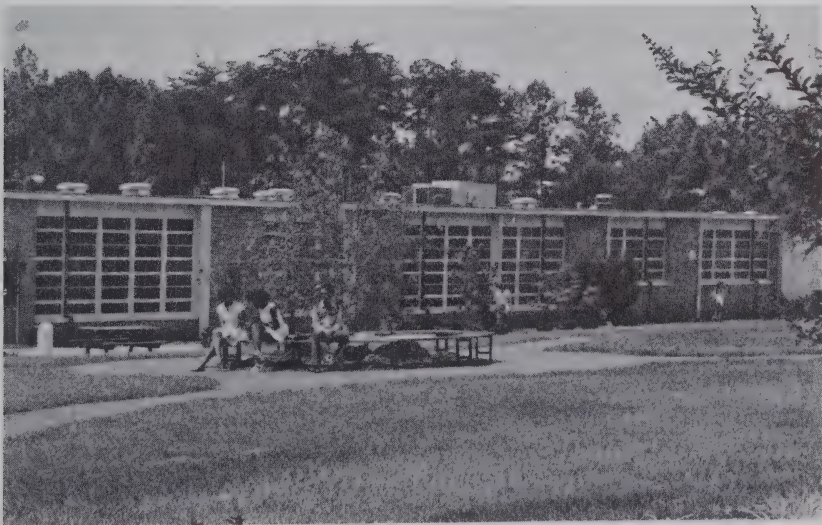
Charles R. KingDirector
R. Paul DayAssoc. Director/Counseling and Guidance
W. Gary OgburnAssoc. Director/Admissions and Records
George McLendonCounselor
Ben Howell.....Counselor
Pamela CallahanCounselor
Borys LeoczkoVeteran’s Officer
Merrill J. GordonRecords Technician
Becki MustianAdmissions Counselor
Diane LoganFinancial Aid Officer

PUBLIC RELATIONS

Jean R. PerkinsCoordinator

BUSINESS AFFAIRS

Charles BranchDirector
Glen Hunter.....Security Officer
Jerry RogersBookstore Manager
James JeffersonSuperintendent Buildings and Grounds



I need help!

Where do I go?

<i>Needs Concerning</i>	<i>Position</i>	<i>Location*</i>
Academic Problems	Faculty Advisor or Counselor	MC,AHB,FMH
Academic Standing	Records Office	MC
Appealing Academic or Disciplinary Action	Dean of Instruction or Dir. Student Personnel	MC
Auto Decal	Cashier	MC
Books and Supplies	Book Store	MC
Campus News	Public Relations Dir.	MC
Changing Curriculum	Counselor	MC,AHB,FMH
Class Absences	Each Instructor	
Class Rings (Purchase)	Bookstore	MC
Class Schedule	Faculty Advisor	
Class Schedule (Evening)	Evening Director	MC
Evening Classes-Extension	Adult Ed. Director	MC
Evening High School or Curriculum	Evening Counselor	MC
Financial Aid	Financial Aid Officer	MC
Graduation Forms/Review of Credits	Records Office	MC
Housing	Student Personnel Office	MC
Injury or Illness	Instructor	
Library Research	Librarian	MC,AHB,FMH
Paying Tuition and Fees	Business Manager	MC
Personal Matters	Counselor or Advisor	MC,AHB,FMH
Physical Handicaps		
Pre-Technical Courses	Pre-Tech Coordinator	MC
Review and Remedial Work	Learning Lab Coordinator	MC
Running for Student Government Office	Counselor	MC,AHB,FMH
Student Activities and Events	SGA President or Representative	
Veterans' Affairs	Veteran's Officer	MC
Withdrawal from School	Records Office or Counselor	MC

*MC-Main Campus

AHB-Allied Health Building

FMH-Forsyth Memorial Hospital

How will I be graded?

GRADING SYSTEM

The following grading system is used by Forsyth Technical Institute:

No. Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Official Withdrawal	W		
Withdrawn Passing	W-P		
Withdrawn Failing	W-F		
Incomplete	Inc.		
Audit	Aud.		

The letter equivalent system is used for recording and reporting grades.

W – Official Withdrawal

An Official Withdrawal is the grade given to a student who voluntarily withdraws from a course after the drop/add period through the tenth class day of a quarter and has notified the instructor and the Record's Office in person, or in writing of his decision.

W-P – Withdrawn Passing

Withdrawn Passing is the grade given to a student who voluntarily withdraws from a course after the tenth class day of a quarter with a passing grade, and has notified the instructor and the Record's Office in person or in writing, of his decision.

W-F – Withdrawn Failing

Withdrawn Failing is the grade given to a student who at any time after the fourth class day withdraws from a course without first notifying the instructor and the Record's Office, in person or in writing, of his decision. Students who withdraw after the tenth class day and are failing at the time of withdrawal receive a grade of W-F.

INC. – Incomplete

The grade of Incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or other circumstances beyond the student's control are considered valid reasons for non-completion of work. The student must have advised his instructor of the circumstances prior to the end of the quarter and have been granted an incomplete grade. The instructor must have specified the work to be made up in order to remove the incomplete and a date by which the work must be completed. The instructor cannot authorize a date later than one quarter from the quarter in which an Incomplete was given. If the work is not completed, the grade automatically becomes an F at the end of that quarter.

Any student who receives an 'Incomplete' on a course that is a prerequisite for another course must make up the incomplete work by the end of the drop/add period if he is registered for the next succeeding course. Should the student fail to remove the 'Incomplete' by the end of the drop/add period, he must drop the course which is dependent on the prerequisite.

Aud – Audit

Students taking courses as auditors are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given. Audit may not be changed to credit, or credit to audit after the last day of drop-add.

HONORS AND HIGH HONORS LISTS

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the Institute publishes the Honors and High Honors lists. In order to be named to the Honors List, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.000 average, but less than a 3.500 average. In order to be named to the High Honors List, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.500 average.

COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges.

1. Each course is designated by a three-letter prefix indicating the general subject area.

2. A number indicating a specific course within an area follows the letter prefix according to the following rules:
 - a. Pre-Technical courses 0- 99
 - b. Technical courses 100- 299
 - c. Vocational courses 1000-1099
 - d. Adult education courses beyond high school 2000-3099

WITHDRAWAL FROM COURSES

If a student drops a course after the fourth day, but within the first ten days, the drop will be recorded as a W provided that the student has cleared with the Records Office and the instructor.

If the student withdraws after the tenth day, the grade will be recorded as a W-P provided that the student is passing, and provided that he has cleared with the Records Office and the instructor.

If a student withdraws from a course after the fourth day without notifying the Records Office and the instructor, the grade will be recorded as a W-F.

Departure from the above will be allowed only in exceptional cases, and only when the reasons are deemed valid by the student's advisor.

WITHDRAWAL FROM SCHOOL

A student who must withdraw, either permanently or temporarily, before graduation should make an official withdrawal. He should notify the Records Office and a member of the counseling staff, either by telephone or in person, and should complete the withdrawal information sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite re-entry, transfer of credit to another institution, or to provide potential employers with accurate educational information.

ACADEMIC STANDING

To be in good academic standing, a beginning student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative G.P.A. of 2.0 must be maintained thereafter.

A student failing to attain the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student on probation whose work has improved to the point where he meets the required cumulative grade point average will automatically be removed from probation.

A student who has been placed on probation and who does not earn the required grade point average in the next quarter will be required to register for a reduced load, or he may be required to withdraw from the program and be directed to a more suitable curriculum.

A Departmental Academic Review Committee shall make decisions on individual cases. Each student enrolled in the Institute is expected at all time to be aware of his academic status and to be responsible for knowing he has failed to meet the requirements as outlined above for continuing in school. Instructors, faculty advisors, and counselors in the Office of Student Personnel are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

Membership of the departmental academic review committees will be determined by each department head.

The departmental academic review committees shall meet at least once each quarter and review all records of students having a cumulative average of less than 2.00. The committees may review students' records at any time upon the request of faculty, staff, or students. Each departmental academic review committee shall be vested with the responsibility of recommending the course of action concerning each student in its department to the department head.

These recommendations may include the requirements to repeat an entire quarter's work, to carry a reduced load, to enter a more suitable curriculum, or other appropriate recommendations. If a student is asked to withdraw he may apply for readmission at a later date by submitting an application for readmission to the Student Personnel Office.

Each department head will insure that the students are informed in writing of the results of the departmental academic review committee. A copy of these results will be forwarded to the Dean of Instruction and the Office of Student Personnel for inclusion in the student's records.

If it is decided that the student shall be dropped from a curriculum, the student shall be referred to the Office of Student Personnel for counseling services. Any student reviewed by these departmental committees may be referred to the Office of Student Personnel for counseling.

If a student decides to appeal the decision of a departmental academic review committee, he must do so in writing to the Dean of Instruction. If the student appeals the decision of the Dean of Instruction, he must do so in writing to the President. The President may ask the General Academic Review Committee to review the actions taken and make appropriate recommendations. The General Academic Review Committee

includes the following individuals named by the President:

1. Director, Student Personnel, Chairman
2. One instructor from each of the four departments
3. Two students

The President will act on the recommendations of the General Academic Review Committee and make the final decision. A student may further appeal to the Board of Trustees by submitting a written appeal to the Chairman of the Board of Trustees.

COURSE REPEAT RULE

The last grade earned on a repeated course, whether F or higher, will be the grade computed for grade point average.

If a student fails any course in his trade or technical curriculum, it will be necessary for him to repeat that course until a passing grade is attained in order to receive the State diploma or the Associate of Applied Science degree. This make-up course is scheduled at the discretion of the Institute.

If a student fails one of the courses in his major subject area, he may be referred to the Office of Student Personnel for counseling.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by a request in writing to the Director of Student Personnel.
2. Student records will not be reviewed by 'third parties' unless permission is obtained in writing from the student. Exceptions may be made for teachers and administrators if the information is for educational purposes. ~~The Office of Student Personnel will make the decision concerning access to records.~~

ADVISOR/ADVISEE PROGRAM

Because problems of communication often tend to impersonalize student-faculty relationships, Forsyth Technical Institute has an Advisor-Advisee program which is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student at Forsyth Technical Institute is assigned an advisor from his own

curriculum. Through periodic conferences between the student and advisor, it is hoped that the student will be better able to choose his academic program from quarter to quarter and that potential problems can be forestalled.

Each advisor will have posted regular office hours in order for the student to arrange conferences to discuss or explore any problem or condition which is of importance to him. The advisor will assist the student during registration and orientation and will also guide him throughout his career at the Institute in evaluating his goals, progress and performance.

Each student is assured that all discussions are confidential and that when necessary, he may be referred to other guidance resources to help with his particular concern.

COURSE LOAD

The suggested contact hours per quarter shown for each curriculum are minimal. It is the policy of the Institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalogue.

ATTENDANCE

Students are expected to attend all class, laboratory and shop sessions. No passing grade will be issued for a course if, for whatever reason, a student has been absent for 25% of the total possible class time per course per quarter.

Courses that require special attendance rules will be identified in writing to the students at the beginning of the quarter in which the courses are taught. These courses will also be identified and filed with the Dean of Instruction and Director of Student Personnel.

A student must satisfy his instructor that he should be permitted to remain in a course and attend classes after he incurs any absence in excess of the following:

1. Three (3) regular one hour class sessions.
2. Two (2) shop or laboratory sessions which meet for two or more hours.
3. Two (2) regular one hour class sessions, and one (1) shop or laboratory session which meets for two or more hours.

When a student is absent from a class and a laboratory or shop session which meet consecutively, each session missed will be counted as an absence, making a total of two absences for that course.

Students have full responsibility for accounting to their instructors for absences. The instructor has final authority for de-

ciding whether work missed can be made up.

Students are expected to report for class on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance.

SECOND MAJOR IN A DEGREE OR DIPLOMA PROGRAM

A student may receive a second major in his program by meeting the additional requirements of the new program. Credits already earned will be recognized if they meet the criteria established in the "Transfer of Earned Credit Between Programs" as stated below.

TRANSFER OF EARNED CREDIT BETWEEN PROGRAMS

Credits earned in any degree program may be credited toward a degree or diploma program upon evaluation by the Office of Student Personnel. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study if the student is transferring from a regionally accredited institution, or from another institution in the North Carolina Community College System. No grade lower than C may be transferred. A student requesting credit for work completed in any other type of training program or institution may be given advance standing on the basis of a proficiency examination. All transcripts for transfer work should be submitted at least one week prior to enrollment. Final decision on transfer credits will be determined by the Institute.

Students requesting credit for training completed in Armed Services Schools should submit official records of service schools completed. Credit may be granted for training comparable to course work offered in the student's curriculum. The amount of credit granted is subject to approval by the instructor or department head and will not exceed the recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education.

Students may obtain advanced standing in English, mathematics, and other course offerings by submitting satisfactory scores on the College Level Examination Program or the Ad-

vanced Placement Tests of Educational Testing Service. Each request will be handled on an individual basis by the Student Personnel Office, faculty advisor, and department head.

STUDENT CLASSIFICATION

- Full-time: A student who is enrolled for 12 or more quarter hours of course work.
- Part-time: A student who is enrolled for less than 12 quarter hours of work.
- Special: A student who is enrolled in credit courses but who is not working toward a degree or diploma. A special student must be 18 years of age or a high school graduate. If not a high school graduate he must not be enrolled in a high school, and his high school class must have been graduated prior to the student's enrollment at the Institute. Permission to register as a special student is granted at the discretion of the Office of Student Personnel and the instructor.
- Audit: A student who is enrolled in regular course work but who is not receiving credit for work undertaken.
- Freshman: Any student who has earned less than 45 credit hours.
- Sophomore: Any student who has earned 45 credit hours or more.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter student grade reports are available to students in the office of the Registrar.

Transcripts of the student's record cannot be sent to other schools, prospective employers, or to the student himself, unless an official request is made by the student to the Registrar's office.

Grade reports and transcripts are withheld by the Registrar until all student obligations to the Institute have been met.

What will it cost me?

TUITION AND FEES

TUITION

Since the Institute receives funds from local, state and federal sources, tuition charges are very low. These charges are set by the State Board of Education and are subject to change without notice.

Tuition (Fees):

12 quarter hours or more	\$33.00 per quarter
Less than 12 quarter hours	\$ 2.75 per quarter hour
Late registration fee	\$ 5.00

Tuition charges for non-credit classes in the Extension Program depend upon the nature of the class. No tuition is charged for basic adult education and high school completion classes. Instructional materials fees are set to meet instructional needs in certain types of classes.

Summer School and Audit Fees are charged at the same rate as those charged during the regular term.

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least twelve months with the intent to live in North Carolina prior to enrollment. Currently, out-of-state tuition is \$13.54 per quarter hour or \$162.50 per quarter for a full time student.

There are certain instances where out-of-state students may not be subject to out-of-state fees. Students who are in doubt as to their status as a resident should request clarification by consulting the Office of Student Services before registration.

STUDENT ACTIVITY FEE

It is the policy of this institution that a student activity fee be charged. This normally will be from \$3.00 to \$7.00 per school quarter.

The use of such a student fee is at the discretion of the Board of Trustees upon recommendation of the President. In general, these fees are used for student-centered activities and for the general benefit of the student or the student body.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the Institute, but are the responsibility of the student and may be purchased at the Institute Bookstore. The cost of books and supplies varies from program to program, and from quarter to quarter, but usually range from \$35.00 to \$55.00 per quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students.

The initial cost of uniforms and special equipment for female students in the various health education programs ranges from \$40 to \$80 depending upon the program. The cost of uniforms for male students is somewhat less. The cost of uniforms is estimated and subject to change. Students should inquire for details during admission interviews.

TUITION REFUNDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control, such as serious illnesses. In such cases, two-thirds of the tuition paid may be refunded only if the student withdraws within ten calendar days after the first day of classes, as published in the academic calendar. If a student withdraws from a course but remains enrolled in the Institute, he will receive no refund for the course dropped. Refunds of five dollars or less will not be made except for classes cancelled by the Institute.

A student who withdraws within ten calendar days after the first day of class may request that his tuition be credited to his account so that it may be applied toward costs for any one of the following three quarters.

OTHER FEES

No laboratory, breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to remunerate the institution. Academic credit may be withheld until proper payment is made.

*See section under Library

What about Financial Aid?

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to continue their education. The financial need of a student is determined by the resources available to him in relation to educational expenses.

Students applying for financial aid should complete and return the Institute's Application for Financial Aid, the College Scholarship Service Need Analysis Form, and the Basic Education Opportunity Grant Application.

To be eligible for financial assistance a student must be enrolled or accepted for enrollment and demonstrate a need for financial aid. Financial assistance is available in a variety of forms to help students who meet the need criteria for eligibility. Scholarships, loans, grants, and work-study may be used singly or in combination to meet a student's total need.

GRANTS

Basic Education Opportunity Grant

The Basic Education Opportunity Grant program is a Federal Aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Applications may be obtained at the Student Personnel Office. Students submit applications directly to the government and should allow six weeks for processing.

Supplemental Educational Opportunity Grant

This program is funded by the Federal Government and is for students of exceptional financial need, who without a grant, would be unable to continue their education. A Supplemental Educational Opportunity Grant may not exceed one-half of a student's total financial need. The remaining portion of the recipient's need is met by matching the grant with other financial aid funds.

North Carolina Student Incentive Grant

This program is designed for students of exceptional financial need who are North Carolina residents. Applications for next year will be available in the financial aid office after February, 1977.

WORK STUDY

Work-Study is a federally-supported program through which students primarily from low income families are given preference for part-time employment (up to 15 hours per week). Students must be enrolled at least half-time to apply for work-study and maintain a 2.00 cumulative average.

LOANS

The Office of Student Personnel maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

James E. and Mary Z. Bryan Foundation

N.C. Insured Student Loan Program

North Carolina Funds for Vocational and Technical Students
Winston-Salem Foundation*

*Available to Forsyth County Residents only.

James E. and Mary Z. Bryan Foundation Student Loan Plan.

Legal residents of North Carolina enrolled full time in undergraduate programs may borrow up to \$1,250 per semester or \$833 per quarter for a total of \$2,500 per school year for an aggregate of \$7,500 through College Foundation, Inc. The interest rate is 1 percent during the in-school and grace periods and 6 percent during the repayment period. Apply through the institution's financial aid office.

N.C. Insured Student Loan Program

Legal residents of North Carolina enrolled full time may borrow up to \$1,250 per semester or \$833 per quarter for a total of \$2,500 per academic year for an aggregate of \$7,500 through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and under certain conditions, the U.S. Office of Education pays the 7 percent interest during the in-school and grace periods. Apply through the institution's financial aid office.

Students desiring to participate in one of these plans should make application to the Office of Student Personnel prior to July 1, in order to be processed according to agency schedules. Late applications will be considered only as long as funds remain.

SCHOLARSHIPS

The Winston-Salem Kiwanis Club and the Twin City Kiwanis Club award scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the Institute.

The Norman Gaddis Scholarship is a perpetual scholarship available to a deserving, needy student in the second quarter of any curriculum.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students only.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum.

The Mary B. Lauerman Memorial Scholarship is awarded annually to an outstanding student entering the second year of Associate Degree Nursing.

The Sandra Johnson Memorial Scholarship is awarded annually to an outstanding student entering the second year of Executive Secretarial Science.

The Data Processing Management Association Scholarship is awarded annually to an outstanding student entering the second year of Electronic Data Processing.

The Society of Engineering Students awards one scholarship annually to an outstanding student enrolled in the second quarter of either Manufacturing Engineering Technology or Mechanical Drafting and Design Engineering Technology.

Other than the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships for needy students. Most of the money available is not restricted, however, some of the scholarships are restricted to individuals enrolled in specific programs.

V.A., SOCIAL SECURITY AND D.V.R. BENEFITS

The Institute is approved for the training of persons eligible for benefits under the Veterans Administration, Social Security Commission and Division of Vocational Rehabilitation.

Additional information concerning these benefits is available at the Student Personnel Office or from offices of the above named agencies.

Students receiving V.A. benefits are responsible for learning how to file their reports, for the accuracy of their reports, and for notifying the Veteran's Officer if they withdraw from any class or from school.

What do I need to graduate?

GRADUATION

GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from this institution must fulfill all course requirements as outlined previously.

A student who has earned a cumulative grade point average of 3.5 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.0 is eligible to be graduated with honors.

A student who has earned a cumulative grade point average of 2.0 is eligible for graduation.

Course requirements vary according to program. The student should refer to the catalogue for course requirements for graduation from his program of study and should be aware at all times of his progress toward graduation.

It is the further responsibility of the student to complete an official **INTENT TO GRADUATE** form at least six weeks prior to his last registration. These forms may be obtained from the faculty advisor who will assist the student in completing the form, and will submit the form to the Records Office.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of the Summer quarter on the date published in the academic calendar. Degrees and diplomas are awarded at this time. Students are expected to notify the Records Office as to their intention to participate in the exercises.

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being chosen commencement marshals. The two marshals who have the highest academic averages are named chief marshals.

SCHOOL RINGS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his curriculum may order the official school ring. The student is required to pay \$10.00 deposit at the time he orders his ring, with the balance due upon delivery.

Orders may be placed with the Institute Bookstore.

What rules do I have to follow?

STUDENT CONDUCT AND RESPONSIBILITIES

DISMISSAL

A student may be dismissed from the Institute for conduct or personal habits which are not in the best interest of the student or the institution. Any instructor may request a student to leave the instructor's teaching station when, in the opinion of the instructor, the student's conduct or personal habits disrupt normal classroom procedure. The instructor should immediately notify the Dean of Instruction, in writing, of his action and the reasons therefor.

If the instructor feels that additional counseling is needed for this particular student, the instructor shall have the prerogative of asking the student to meet with the department head and/or a counselor prior to his being readmitted to the instructor's class. If, in the opinion of the instructor or the department head, the conduct of the student or his personal habits are such that he should be prohibited from reentering the class, then the Disciplinary Review Committee will be called into session.

Students are expected to abide by school regulations, local, state, and federal laws. Offenders may be subject to dismissal and/or prosecution by law enforcement officers.

DISCIPLINARY REVIEW COMMITTEE

The Disciplinary Review Committee, composed of representatives from the faculty, administration, and student body, under the chairmanship of the Dean of Instruction, reviews all cases involving disciplinary action and makes appropriate recommendations to the President.

The committee may also be convened at the request of any student desiring a review of his disciplinary situation, or any faculty or administrative staff member who wishes consultation on individual disciplinary cases.

The decision of the President on disciplinary action is final, with the right of appeal always available to the party involved. Any party wishing to appeal the decision of the President should request, in writing, a formal hearing before the Board of Trustees of the Institute.

STUDENT DRESS CODE

Forsyth Technical Institute continually has prospective employers and other visitors on campus. Also many companies seeking to relocate or open new industries will have representatives visit this campus.

With this in mind, while Forsyth Technical Institute students dress informally, cleanliness and neatness of appearance are strongly encouraged. Each instructor has the right to ask a student to leave his class or shop if the student's personal appearance or attire is objectionable to the other students, or if this attire can be construed to be a hazard to safe operations.

PARKING REGULATIONS

Main Campus

Parking of student vehicles on campus is allowed by permit only. Vehicle parking permits may be obtained as the student completes registration on registration day, when a decal will be assigned each vehicle. The charge for vehicle registration will be \$1.00 per vehicle for the school year. Complete parking rules and regulations will be issued along with the decal at the time a vehicle is registered.

Vehicle decals must be appropriately displayed on the rear bumper so they are easily visible from directly behind the vehicle.

- Park in designated areas only.

- Head all vehicles into spaces.

- Park inside yellow lines (where marked).

- Do not park on grass at any time.

- Park motorcycles in designated areas only.

- Observe all signs.

- Personnel operating vehicles on the campus must be aware of the safe speeds, parking spaces, and regulations.

- Vehicles are registered on registration day, and at other times in the Cashier's Office.

Those who do not observe parking rules and regulations may expect a violation penalty of \$1.00 per violation. Trustee Policy provides for the enforcement of parking on campus by:

- Withholding grades, transcripts, or other evidence of attendance and accomplishments at Forsyth Technical Institute.

- Upon a student's accumulation of three *unpaid* parking violation tickets, notice shall be given to the student's instructors. The instructor will inform the student that he will be dropped from class and shall not be allowed to return until the student provides evidence of payment.

Upon a student's receipt of more than seven tickets during any twelve-month period, operating and parking privileges on the Institute's campus shall automatically be revoked.

A five dollar fine will be charged any person who is exceeding the campus speed limit of 15 MPH, or who is driving recklessly and/or is endangering other persons by his actions. More than two \$5.00 fines shall result in a student's suspension.

Any appeal of restrictions imposed on a student as a result of the above cited rules and regulations must be made in writing to the Dean of Instruction.

Allied Health Building

Parking is available to students in the Beach Street Parking Lot for the cost of \$4.00 for a parkcard and \$18.60 paid quarterly. There is very limited off street parking.

Forsyth Memorial Hospital

Parking is available to students in the metered parking lot (on an hourly basis) in front of the hospital. There is practically no parking on the streets in the vicinity of the hospital.

USE OF FACILITIES

The buildings and their contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories and shops.

Animals are prohibited inside the buildings. Any animals on the campus grounds must be on leash in compliance with the City of Winston-Salem Leash Law Ordinance Sec. 3-18.



Are there any student activities?

ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves to promote interest in student affairs both on and off campus. The Association is composed of representatives elected from each section of each curriculum by the students of that curriculum. Student Government officers are elected from among the official curriculum representatives by vote of the student body. Faculty members are appointed by the administration to serve in an advisory capacity to the Student Government Association.

STUDENT REPRESENTATION ON BOARDS AND COMMITTEES

The President of the Student Government Association, or his designate, represents the SGA at meetings of the Board of Trustees of the Institute. Student representatives also serve on the Academic Review Committee, the Disciplinary Review Committee, and in some cases on the Curriculum Advisory Committee.

CIRCLE K

The Circle K is a national collegiate service club sponsored by Kiwanis International. The club is open to male and female students who are invited to membership at intervals during the year.

ADMINISTRATIVE MANAGEMENT SOCIETY

The A.M.S., as it is usually called, is a national business club open to students in the field of Business Administration. To be eligible for invitation to membership, a student must have earned a grade point average of 3.0 by the end of the first quarter. Second year students must have maintained an average of 2.5. Membership is by invitation.

SOCIETY OF ENGINEERING STUDENTS

The Society of Engineering Students is a service and social club open to students from the Manufacturing Engineering, and

Drafting and Design Engineering Technology programs. This club, in its first years of existence, has raised and set aside funds for endowing a scholarship open to second quarter students in these two fields of technology.

LAW ENFORCEMENT ADMINISTRATION SOCIETY (LEAS)

Membership in LEAS is open to both male and female students who are, or have been, enrolled in a course of study in the areas of the Administration of Criminal Justice.

The objectives of the organization are to promote public understanding of the problems and objectives in the areas of the administration of criminal justice and to elevate the standards and foster greater understanding between the agencies and departments in all areas of the administration of criminal justice.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

ATHLETICS

The Institute does not offer a formal, organized athletic program. The students themselves have organized basketball, softball and bowling teams and compete in Winston-Salem city leagues in these sports. Volunteers from the faculty serve as sponsors and coaches of the teams.

STUDENT PUBLICATIONS

Students are encouraged to participate actively in the preparation of the *F.T.I. Reporter* and the *Reflector*, the two major student publications.

The *F.T.I. Reporter* is the student newspaper written, edited and managed by the student staff with the assistance of a faculty advisor.

The *Reflector*, the yearbook of the Institute, is written, edited and managed by the student yearbook staff with the assistance of a faculty advisor.

OTHER STUDENT SERVICES

GUIDANCE AND COUNSELING SERVICE

The Office of Student Personnel maintains a staff of trained counselors whose services are available to students needing help with educational, vocational or personal problems.

Each full-time student at the Institute is assigned a faculty advisor who is available for help with problems related to the student's course work. The advisor serves as a direct link between the student and the administrative staff of the Institute.

TESTING

Several individualized special tests and inventories are available for counseling purposes through the Office of Student Personnel. Both students and faculty members may obtain information on their availability and value by contacting any counselor.

HOUSING

Since the Institute has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing; however, suggestions as to location of off-campus housing may be obtained in the Office of Student Personnel.

Students enrolled in health education programs may obtain housing in former nursing school residences at a local hospital. Interested students should inquire before July 1.

HEALTH SERVICES

Limited health services are provided through the Office of Student Personnel and first-aid supplies located in shop areas; however, injuries requiring more than minor first-aid treatment will be treated in the emergency room of a nearby hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals, both of which are located within two miles of the Institute.

ACCIDENT INSURANCE

Accident insurance covering the hours a student is in school, on field trips, and in traveling to and from school is provided to full-time, day students from student activity fee funds. Insurance claim forms may be obtained from the Institute Business Office.

HOSPITALIZATION INSURANCE

All full-time students below age 26 are eligible to obtain Blue Cross-Blue Shield Group Insurance at special student rates.

LIABILITY INSURANCE FOR HEALTH STUDENTS

All health students must purchase liability insurance before they will be permitted to enter the hospitals. Proof of this must be made at the beginning of each Fall Quarter.

FOOD SERVICE

Canteen service is available in the Student Center which is located on the ground level of Snyder Hall. A variety of hot and cold food and drink is available from vending machines. Hot lunches are also provided through a catering service from 11:30 a.m. to 1:00 p.m. each day.

Canteen service is available at both the student lounge in the Allied Health Building and the student lounge in the Paramedical Building at Forsyth Memorial Hospital.

STUDENT CENTERS

A large, attractive Student Center is located on the ground level of Snyder Hall. Students are encouraged to use the Center as a place in which to meet, chat, eat and relax. The Center is open from 8:00 a.m. until 10:00 p.m., Monday through Thursday, and from 8:00 a.m. until 5:00 p.m. on Friday.

Student Lounges are also available for students in the health programs in the Allied Health Building and in the Paramedical Building at Forsyth Memorial Hospital.

LIBRARY

Main Campus

The library is located in Snyder Hall and contains reference and circulatory books which are available to all citizens of the area. Additional holdings are being acquired at the rate of approximately 2,500 volumes per year. Also, housed in the library are such audio-visual media as slides, films, filmstrips, tapes, records and micro-film. These media are constantly being added to the library's collection and lend greater variety to available sources of information.

The library is open Monday through Thursday, from 7:30 a.m. until 8:30 p.m. and on Friday from 7:30 a.m. until 4:30 p.m.

Forsyth Memorial Hospital

Students have access to the library in the Forsyth Memorial Hospital Paramedical Building, which is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Allied Health Building

Students have access to the library which is on the first

floor of the Allied Health Building and is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. A full-time librarian is on duty.

Library cards are given out to new students during Library Orientation. Should cards be lost, there is a \$3.00 replacement fee. Each student is responsible for materials checked out on his card. No overdue fines are imposed on regular books, however, there is a 25¢ an hour fine (up to the cost of the book) on reserve books checked out overnight and due in one hour after the Library opens.

The student is responsible for replacing books that are lost or damaged. Until such replacement is made, library privileges will be revoked and grades may be withheld.

BOOKSTORE

A school bookstore is operated by the Institute as a service to students, faculty and staff. Textbooks, school supplies and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the Student Center in Snyder Hall and is open Monday through Friday from 8:30 a.m. until 3:00 p.m. and on Monday and Thursday evenings from 5:30 p.m. until 8:00 p.m.

PRE-TECHNICAL PROGRAM

For those applicants to degree programs who, on the basis of test results and past performance, do not qualify for immediate admission to their chosen programs of study, non-credit developmental course work is available and is required as a condition of admission. The developmental courses are also open to students who wish to take them for personal benefit.

LEARNING LAB

A student enrolling in a Learning Laboratory sets his own attendance schedule and learns at his own rate. Such a departure from the traditional classroom approach is made possible by individualized instruction, whereby what is to be learned is presented in small steps arranged in logical order. Constant reinforcement, continuous student involvement and immediate feedback produce a low rate of error and a high rate of achievement.

More than a hundred programs and courses are offered in the campus lab and general adult labs situated elsewhere in Forsyth County. Enrollment is free, and the labs are open to anyone at least 18 years of age, provided that the class with which he entered high school has been graduated. Students may enroll anytime.

The labs are used for a variety of reasons: to supplement or reinforce classroom instruction, to prepare for the high school equivalency tests or college entrance examinations, to take courses in the Adult High School Program, for foreign language instruction, and for selfenrichment in other programs.

Instruction is offered through the printed word, audio and video tapes, filmstrips, and teaching machines. A sound module is available to students studying foreign languages or any other course requiring vocal responses.

Lab coordinators and assistants are on hand to assist all students.

HIGH SCHOOL EQUIVALENCY

Adult residents of North Carolina who have not completed high school may earn a Certificate of High School Equivalency by passing a battery of five tests. These tests are known alternately as the high school equivalency test and the GED (General Educational Development) tests.

A Certificate of High School Equivalency is recognized across the nation by most employers and educational institutions.

Persons interested in taking the GED tests should apply at the office of their local city or county superintendent of schools or at the Institute's campus Learning Laboratory.

To be eligible to take the tests, an applicant must be at least 19 years old (18 if he has been out of a regular high school program for at least six months) and must currently reside in North Carolina.

Forsyth Technical Institute is one of sixty official GED testing centers in North Carolina and is the only one in Forsyth County. The center administers the tests by appointment. The Institute may be contacted for further information.

CHANGES IN REGULATIONS

Forsyth Technical Institute reserves the right, without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.



CONSTITUTION
FORSYTH TECHNICAL INSTITUTE
STUDENT GOVERNMENT ASSOCIATION
(Revised 12-11-75)

PREAMBLE

We the students of Forsyth Technical Institute — in order to provide for a democratic student government; to promote responsible student citizenship; to encourage and supervise all student organizations and activities; to represent all student in all matters of student life and affairs; and to carry out the philosophy of the Institute which encourages the development of the total personality of all its students — do ordain and establish this constitution.

ARTICLE I. NAME

The name of this organization shall be the Student Government Association of Forsyth Technical Institute, hereafter referred to as the SGA.

ARTICLE II. OBJECTIVES

- Section 1. To promote a mutual respect between the administration and the student body.
- Section 2. To encourage an interest in our campus, school activities, and student body concerns.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities that are compatible with the general welfare of the student body and with the purpose of the Institute.
- Section 4. Make recommendations to the President of the Institute concerning matters affecting the student body.
- Section 5. Enact appropriate legislation for promoting the general welfare of the student body and for regulation of the student body.
- Section 6. Require financial reports from all permanent or special student committees and delegations, from all organizations, groups, or individuals receiving appropriations from the student activity fees.

ARTICLE III. COMPOSITION

The Legislative Branch of the SGA shall be composed of the executive officers, one representative and one alternate from each section of each curriculum, to be selected by the students in the respective curriculum section during the first week of the Fall Quarter.

- Section 1. The alternate shall take on all duties and privileges of the representative in case of absence of the representative.
- Section 2. The alternate has the privilege of attending the meetings of the SGA along with his/her curriculum section's representative but when both are attending, only the representative shall vote.
- Section 3. Representative and alternates shall be enrolled in at least two courses (subjects) each quarter and should have paid the activity fee.
- Section 4. In the event both the representative and alternate are absent for three (3) consecutive meetings, their respective section and major area Vice-President, either Technical or Vocational, which ever applies, should be notified. A replacement of both shall be requested.
- Section 5. All meetings of the SGA shall be open to the *interested* student body and faculty. These visitors shall not be allowed to address the SGA except upon an invitation by the SGA President, with the exception of the President of the Institute, faculty advisors, and the Director of Student Personnel.

ARTICLE IV. EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the following officers:
 - A. President
 - B. Vice-President at Large
 - C. Technical Vice-President
 - D. Vocational Vice-President
 - E. Allied Health Vice-President
 - F. PNE Vice-President
 - G. Secretary and Treasurer
- Section 2. The terms of all officers, except the Vocational Vice-President and the PNE Vice-President, shall be from the first meeting of the Summer Quarter to the last meeting of the Spring Quarter. The Vocational Vice-President and the PNE Vice-President shall serve from Fall Quarter through Summer Quarter.
- Section 3. The Executive Board shall have the power to act in the interest of the organization between meetings of the SGA. Such action shall be recorded and reported at the next regularly scheduled meeting.
- Section 4. All members of the Executive Board shall attend all SGA meetings and assist in all functions. Any member failing to fulfill this obligation is subject to review by the Executive Board and may be dismissed.

ARTICLE V. MEETINGS

- Section 1. Scheduled day and evening meetings will be held each second and fourth Wednesday and Thursday, except when meeting falls on holidays, exam dates, registration, or quarter breaks. Evening meetings shall continue as long as there is a need and students attend these meetings.
- Section 2. The President may call a special meeting should the need arise.
- Section 3. A minimum of three (3) curriculums must be present in order to conduct business transactions.
- Section 4. A majority of one passes a vote.
- Section 5. Each curriculum section is entitled to one vote (either by representative or alternate) on all matters decided by the SGA.
- Section 6. The President shall vote only to break a tie.
- Section 7. There shall be no voting by proxy.
- Section 8. No motions passed by the SGA shall be overruled by the Executive Board.

ARTICLE VI. DUTIES OF EXECUTIVE BOARD

- Section 1. The President shall:
- A. Call and preside at all meetings of the SGA and its committees unless otherwise delegated.
 - B. Appoint special committees or positions as he shall deem necessary.
 - C. Enforce all decisions made by the SGA and execute all administrative and judicial responsibilities of the SGA.
 - D. Submit to the SGA such recommendations as he deems necessary from time to time, either in writing or in person.
 - E. Have the power to act in the absence of the SGA or the Executive Board when in the interest of the student body. If necessary, the President is granted the power to expend no more than \$50.00 without prior approval of the SGA. Such action must be reported at the next general meeting.
 - F. Represent the SGA in all relations with school officials and with students from other institutions.
 - G. Have the privilege of attending Board of Trustees meeting as an observer, and if need be he shall appoint an executive officer to take his place in said meeting.
 - H. Keep an up-to-date financial report of SGA funds to be reported monthly.
- Section 2. The Vice-President at Large shall:
- A. Be an assistant to the President and assume all duties of the President in his absence.
 - B. Assume the duties of the President should the President be forced to resign his position.
 - C. The Vice-President at Large shall act as a Liaison officer between the President and the other members of the Executive Board.
- Section 3. The Vice-Presidents of Technical, Vocational, Allied Health, and PNE shall:
- A. Carry out the request of the President and Vice-President at Large.
 - B. Maintain close contact with all curriculum sections under their supervision.
 - C. Encourage attendance to all meetings of all representatives under their supervision.
 - D. Inform those representatives not present at meetings of decisions and discussions occurring at meetings.
- Section 4. The Secretary-Treasurer shall:
- A. Record, reproduce, and distribute copies of the minutes of each meeting. Copies shall be distributed to all instructors, President of the Institute, Dean of Instruction, Director of Student Personnel, Director of Evening Programs, Business Manager, and the SGA advisors. Copies of the minutes will also be posted on campus bulletin boards. Additional copies of the SGA minutes will be provided at the next called or scheduled meeting of the SGA.
 - B. Record and type minutes of the Executive Board meetings.
 - C. Maintain up-to-date files of all minutes recorded.
 - D. Assist the President with financial reports if necessary.
 - E. List all persons present for each meeting.
- Refer to Executive Board Duties, Article IV, Sections 1-4.

ARTICLE VII. VACANCIES AND IMPEACHMENT

- Section 1. Upon the resignation of the President, the Vice-President at Large shall assume the office of President.
- Section 2. Other vacancies occurring in an elected office shall be filled by an appointment by the President of the SGA. This appointment shall be for duration of the original term. Such an appointment shall be subject to the approval of the SGA.

- Section 3. Impeachment of an officer of the SGA for neglect of his duties shall be subject to a vote of the SGA upon recommendation of the other members of the Executive Board and the faculty advisors. The meeting shall be officiated by the highest uninvolved officer.

ARTICLE VIII. ELECTIONS AND PROCEDURES

- Section 1. Elections for SGA officers shall be held during the Spring Quarter of each school year. Newly elected officers will assume their duties at the first scheduled meeting of the Summer Quarter, with the exception of the Vocational Vice-President and the PNE Vice-President.
- Section 2. Upon approval by the SGA, the President shall appoint an Election Committee consisting of unbiased students to plan and carry out election procedures. Assistance from faculty advisors may also be necessary.
- Section 3. Prospective candidates must obtain a filing form from the Student Personnel Office and be approved by Student Personnel to campaign for office. A minimum number of signatures as listed in subsection A below will be required. This form may be obtained during the first week of April. All forms must be turned into the Student Personnel Office no later than 12:00 pm on Monday of the second week of April. Campaigning (posters, etc.) may begin the following day (Tuesday).
- A. Candidates running for the offices of President, Vice-President at Large, Technical Vice-President, Vocational Vice-President, and Secretary-Treasurer will be required to obtain a minimum of seventy-five (75) signatures on their filing form in order to be eligible to run for office. Those candidates running for the office of Allied Health Vice-President and PNE Vice-President must obtain a minimum of fifty (50) signatures to be eligible to run for office.
- Section 4. Elections will be held during the third week of April at the discretion of the Election Committee. Voting stations or arrangements are to be present on each of the three campuses.
- Section 5. Ballots are to be duplicated in alphabetical order under each office listed. Allied Health and Technical Vice-Presidents will be voted on by their respective students. The President, Vice-President at Large, and the Secretary-Treasurer will be voted on by all students.
- Section 6. The Vocational and PNE Vice-President shall be elected under the same scheduled procedure given for April in Article VIII, Section 3, except that this election will be held at the beginning of the first quarter.
- Section 7. All ballots shall be collected and counted under the supervision of the Director of Student Personnel and/or his designated assistants, with the assistance of the faculty advisors.
- Section 8. One vote shall constitute a majority. In the event of a tie vote, a runoff shall be scheduled.
- Section 9. All protests or questions pertaining to the elections shall be presented in writing to the Director of Student Personnel no later than twenty-four (24) hours after the ballot count is officially announced by Student Personnel. Decisions will be made by a joint effort of the Executive Board and the Director of Student Personnel and the designated assistants. All decisions of this group shall be final.

ARTICLE IX. CANDIDATE REQUIREMENTS

- Section 1. Candidates must have a 2.0 cumulative grade point average.
- Section 2. Candidates must be enrolled in a curriculum course of study at the Institute. A course load of less than twelve (12) hours per quarter must be approved by Student Personnel. Candidate may be a Pre-curricula student as long as he/she will be a curriculum student during his/her term in office.
- Section 3. Candidates must abide by all rules established for campaigning.

ARTICLE X. POLICIES

- Section 1. All SGA officers shall maintain a 2.0 cumulative grade point average during his/her entire term of office.
- Section 2. Financial assistance to individuals or classes shall not be practiced.
- Section 3. During the 1972-73 school year, the SGA created the Norman C. Gaddis Scholarship in honor of Col. Norman C. Gaddis of our community. Col. Gaddis was one of the many Prisoners of War of the Viet Nam War. This perpetual scholarship shall be continued.
- Section 4. On October 9, 1973, Sandra Lee Johnson was killed in an automobile accident while en route to school. Sandra was an Executive Secretarial Science student at Forsyth Technical Institute. Sandra's classmates, friends, and family established the Sandra Lee Johnson Memorial Scholarship in her memory. The SGA shall pledge \$200.00 each year toward this scholarship.
- Section 5. A scholarship fund in the amount of \$50.00 each quarter shall be awarded to the SGA President while he is in office.

